



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: March 28, 2017

Subject: Increase hours of a part time permanent Patient Financial Services Specialist position to full time permanent position

RECOMMENDATION(S):

Adopt Position Adjustment Resolution No. 22043 to increase the hours of vacant Patient Financial Services Specialist (V9VB) position #9269 from 24/40 to 40/40 at salary level 3RX - 1176 (\$3,699 - \$4,724) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, there is an annual cost of approximately \$33,334, which includes estimated increased pension costs of \$8,050. The cost will be offset with 85% budgeted Tuberculosis (TB) Grant funds and 15% General Fund)

BACKGROUND:

The Health Services Department is requesting to increase the hours of Patient Financial Services Specialist position #9269 from 24/40 to 40/40. This position resides in the Public Health Division's California Children's Services Program, which is experiencing an increase in request for services. In addition, historically the department has found it difficult

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **03/28/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor
Diane Burgis, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 28, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Rolanda Hartfield, Deputy

Contact: Melissa Carofanello -
925-957-5248

cc:

BACKGROUND: (CONT'D)

to fill this assignment's part time position and full time positions provide increased consistency with working with the consumers of the California Children's Services Program. The Department has determined a full time Patient Financial Services Specialist is more appropriate than a part time Patient Financial Services Specialist.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Public Health Division's California Children's Services Program of the Health Services Department will not have adequate staffing to meet the demand and volume of client care for those we serve.

CHILDREN'S IMPACT STATEMENT:

This position resides in Public Health Division's California Children's Services Program and would impact services for the children of Contra Costa County.

ATTACHMENTS

P300 No. 22043 HSD